



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, CAPITOL POLICE	39	D	11.265
CAPITOL POLICE SERGEANT	35	D	11.266
CAPITOL POLICE OFFICER II	33	D	11.267
CAPITOL POLICE OFFICER I	31	D	11.268

SERIES CONCEPT

Positions within this series are sworn peace officers who patrol State owned and leased property and grounds and provide protection to State employees and the general public in those buildings and on the grounds.

Patrol State owned and leased property by walking around each building checking for break-ins, unsecured doors and windows, vandalism, water leaks, safety hazards or malfunctions of the heating and air conditioning systems; administering first aid in emergencies and/or calling emergency medical personnel; at night; patrolling the Governor's Mansion and adjacent grounds and investigating any suspicious circumstances or persons found in the area. Patrol duties are performed to protect State property, State employees and members of the public who visit such properties.

Serve as the desk operator on a 24-hour basis; receive and relay information of law violations in progress, emergencies, safety hazards and suspicious circumstances to on-duty officers; maintain a daily incident log; monitor and maintain the two-way radio base station; answer incoming calls on the public line to the Governor's Mansion to ensure that no obscene, threatening or harassing calls are forwarded; and provide general information to the public regarding the location of public offices and services provided. The purpose of the desk operator function is to ensure that a command post is maintained in order to assist field officers.

Prepare written reports utilizing standard forms and procedures in order to document incidents, investigations, accidents and other activities which may provide evidence in court cases.

Obtain information regarding criminal records, vehicle registration data and driver's license information by accessing State and federal law enforcement computer systems in order to receive timely data that will assist in carrying out law enforcement action.

Check vehicle for damage or defect by daily inspecting the flashing overhead lights, siren, two-way radio scanner, first aid kit and emergency flares.

Perform related duties as assigned.

CLASS CONCEPTS

Chief, Capitol Police: Under general direction, the Chief, Capitol Police manages the activities and operations of the Capitol Police division to prevent unlawful activity or damage to State property and provides for the protection and safety of all persons on that property and is responsible for planning, organizing, directing and coordinating the overall functions of the Capitol Police Division.

CHIEF, CAPITOL POLICE	39	D	11.265
CAPITOL POLICE SERGEANT	35	D	11.266
CAPITOL POLICE OFFICER II	33	D	11.267
CAPITOL POLICE OFFICER I	31	D	11.268

Page 2 of 5

CLASS CONCEPTS (cont'd)

Chief, Capitol Police (cont'd)

Manage 24-hour operations including patrol, dispatch and criminal investigations by organizing and assigning work; scheduling assignments and coverage for special events; ensuring the use of proper surveillance and investigation techniques; identifying training needs; appraising individual performance and providing guidance for improvement; developing and interpreting policies and procedures to ensure that law enforcement and protection activities are provided according to established laws and regulations set forth in the Nevada Revised Statutes and P.O.S.T.

Review daily reports such as incidents, field activity, criminal investigations and staff training programs by following established divisional and departmental policies and procedures, and provide an adequate tracking device for field operations; review reports of incidents occurring within the Capitol Police jurisdiction; ensure proper utilization of various established investigation procedures to gather evidence (e.g., photographs, interviews, surveillance, collection of physical evidence and teletype information); and oversee the organization of collected evidence used to determine if a crime has been committed; submit criminal investigation results to prosecuting authorities for further action as appropriate.

Prepare and submit the budget and allocate resources by assessing and justifying personnel, training operations and equipment needs to ensure the Capitol Police force can efficiently and effectively carry out their function.

Capitol Police Sergeant: Under general supervision, the Capitol Police Sergeant performs the full range of duties in the series concept and performs the following additional duties:

Supervise the daily operations of the Capitol Police force by planning, organizing and monitoring daily field operations; assigning daily and quarterly work schedules; checking all job related activities for proper performance; reviewing, approving (or when necessary, rejecting) officers' written reports; assisting the Chief, Capitol Police in developing and interpreting new or existing rules, regulations, policies and procedures to ensure that law enforcement and protection activities are followed according to established policies and procedures.

Provide training for Capitol Police Officers by identifying training needs; developing and presenting training classes; functioning as the firearms range master and preparing statistics and reports to ensure all officers have received sufficient training to carry out law enforcement and protection duties.

Investigate incidents occurring within the Capitol Police jurisdiction by utilizing various established investigation procedures to gather evidence (e.g., photographs, interviews, surveillance, preservation of physical evidence and teletype information) and organize collected evidence to determine if a crime was committed. Completed investigation reports are submitted to the Chief, Capitol Police for review.

Capitol Police Officer II: This is the journey level class in this series. Capitol Police Officer II's, under general supervision, perform the full range of duties as outlined in the series concept.

Capitol Police Officer I: Under immediate supervision, Capitol Police Officer I positions receive training in performing all the duties outlined in the series concept. This is the entry level class in the series and provides for the semi-automatic progression to Capitol Police Officer II upon satisfactory completion of the training period and with the approval of the hiring authority.

CHIEF, CAPITOL POLICE	39	D	11.265
CAPITOL POLICE SERGEANT	35	D	11.266
CAPITOL POLICE OFFICER II	33	D	11.267
CAPITOL POLICE OFFICER I	31	D	11.268

Page 3 of 5

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Employees in this class must maintain P.O.S.T. certification as a condition of employment.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Applicants must possess and maintain a valid driver's license at the time of appointment and throughout employment.

CHIEF, CAPITOL POLICE

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent education and two years of experience comparable to the Capitol Police Sergeant which included supervising police personnel, scheduling and assigning work, and appraising work performance of police personnel; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: supervisory and managerial principles and practices as needed to supervise police personnel; budget development and administration; appropriate use and care of police equipment; State statutes and city laws and ordinances pertaining to criminal/civil offenses as needed to supervise police activities; investigative techniques and rules of evidence needed to investigate criminal/civil offenses occurring within the Capitol Police jurisdiction; first aid as needed to perform police activities or act as a back-up to police activities involving incidents that require first responder medical attention. **Ability to:** communicate verbally and in writing; prepare clear and concise reports, work effectively with the Governor, other state officials and employees, and the general public; direct the maintenance of records as needed to provide the division with information and tracking of police activities; coordinate Capitol Police activities with other law enforcement agencies; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: develop operating procedures to ensure that the Capitol Police functions are within acceptable law enforcement standards and procedures and are carried out in a uniform manner; participate in the development of budget estimates and justification as needed to plan future Capitol Police force needs in the areas of personnel, equipment and training.

CAPITOL POLICE SERGEANT

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent education and three years of law enforcement experience; **OR** an Associate's degree in criminology or police science and two years of law enforcement experience; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: the appropriate use and care of specialized police equipment as needed to train and supervise law enforcement personnel in their use; the appropriate federal, State and local laws pertaining to criminal and civil offenses needed to supervise the law enforcement activities of the department; investigative techniques and the rules of evidence as needed to supervise the investigation of criminal and

CHIEF, CAPITOL POLICE	39	D	11.265
CAPITOL POLICE SERGEANT	35	D	11.266
CAPITOL POLICE OFFICER II	33	D	11.267
CAPITOL POLICE OFFICER I	31	D	11.268

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

CAPITOL POLICE SERGEANT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

civil offenses occurring within Capitol Police jurisdiction; first aid as needed to perform law enforcement activities involving incidents that may require immediate, first responder, medical attention. **Ability to:** communicate verbally, and in writing, as needed to perform liaison tasks; prepare clear and concise reports; and to work with other State officials, employees and the public; maintain records as needed to provide the department with information and tracking of law enforcement activities; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: State statutes pertaining to motor vehicles and traffic; the agency's rules and regulations regarding employment and police authority as needed to supervise the department's law enforcement activities; supervisory principles and practices needed to supervise law enforcement personnel. **Ability to:** organize work schedules as applied to the supervision of assigned staff.

CAPITOL POLICE OFFICER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of law enforcement experience; **OR** an Associate Degree in criminology, police science, or a closely related field; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: federal, State, and local laws and ordinances pertaining to criminal and civil offenses as needed to perform assigned duties; investigative techniques and the rules of evidence needed to investigate criminal and civil offenses occurring within Capitol Police jurisdiction; the appropriate use and care of special police equipment; first aid as needed to perform law enforcement activities involving incidents that may require immediate, first responder, medical attention. **Ability to:** communicate verbally and in writing to perform police patrol, criminal investigation and desk officer duties; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: the provisions of the Nevada Capitol Police officers' policies and procedures manual to ensure duties are performed within divisional guidelines. **Skill in:** the use of firearms, the operation of a two-way radio system and the operation of emergency police vehicles. **Ability to:** work independently and follow through on assignments with minimal direction while performing one-officer patrol duties, serving as the desk officer during non-regular working hours, or while conducting investigations; perform a variety of duties, often changing from one task to another of a different nature while performing police patrol and desk/dispatch officer duties.

CAPITOL POLICE OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school and successful completion of a Nevada P.O.S.T. Category I law enforcement academy within a two-year period previous to the time of application; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

CHIEF, CAPITOL POLICE	39	D	11.265
CAPITOL POLICE SERGEANT	35	D	11.266
CAPITOL POLICE OFFICER II	33	D	11.267
CAPITOL POLICE OFFICER I	31	D	11.268

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

CAPITOL POLICE OFFICER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: federal, State, and local laws and ordinances pertaining to criminal and civil offenses as needed to perform assigned duties; investigative techniques and the rules of evidence needed to investigate criminal and civil offenses occurring within Capitol Police jurisdiction; the appropriate use and care of special police equipment; first aid as needed to perform law enforcement activities involving incidents that may require immediate, first responder, medical attention. **Ability to:** communicate verbally and in writing to perform police patrol, criminal investigation and desk officer duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Capitol Police Officer II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.265</u>	<u>11.266</u>	<u>11.267</u>	<u>11.268</u>
ESTABLISHED:	10/25/84R	10/25/84R	10/25/84R	4/28/00UC
	5/17/85PC	5/17/85PC	5/17/85PC	
REVISED:	8/6/87-3	8/6/87-3	8/6/87-3	
REVISED:	7/1/91P	7/1/91P	7/1/91P	
	10/19/90PC	10/19/90PC	10/19/90PC	
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	
REVISED:	7/1/95LG			
REVISED:	3/12/96R			
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG	
REVISED:	4/28/00UC	4/28/00UC	4/28/00UC	
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC	3/29/01UC